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5<sup>th</sup> June 2020

Dear Parents

I hope that this letter finds you, your children and your wider families well in these very trying times. I'm writing to explain the arrangements that we have made for face to face contact for year 10 pupils in the coming weeks.

### **General information**

The government has now asked secondary schools to make plans for a degree of face to face contact for pupils in years 10 during the summer term. **We are excited to welcome small groups of our pupils back into school for this contact from June 15<sup>th</sup> onwards.**

This letter sets out the arrangements to ensure that the gradual return of the pupils is safe and supports both the physical and mental health and wellbeing of our pupils and staff. Please read it carefully and do let us know if you have any queries by emailing [admin@newallgreenhigh.manchester.sch.uk](mailto:admin@newallgreenhigh.manchester.sch.uk) or contacting the main reception on 0161 4138546. Please be aware that our reception area is closed to all visitors and you should try to raise any queries by telephone or email, not in person.

It's important to remember that the focus very much remains on the HOME LEARNING that your child has been undertaking. Please remind your children that this work still needs to be completed, even if they have some contact time at school in the coming weeks from 15<sup>th</sup> June. **Pupils will only attend once per week in small groups before September – the face to face contact will offer tutorial style sessions based on the core subjects of English, Maths and Science; the focus will be on supporting the home learning.**

### **Travelling to and from school**

We encourage all our pupils to **avoid the use of public transport** and walk or cycle to school. School start and finish times for different groups have been re-scheduled to avoid peak times for this summer term. You are reminded that government guidance states that face coverings are compulsory on public transport (from Monday 15<sup>th</sup> June) but are NOT recommended in educational settings.

It is very important that your child remembers that **social distancing applies on the journey to and from school** and as such, pupils should not be meeting up or gathering together in groups to come to school. Please ensure this is fully explained to your child. On dismissal from school, your child is expected to leave the area immediately and return straight home, again not gathering with other pupils.

### **Behaviour**

We are very proud of our school community and how well we care for one another and this has never been more true than at the current time. We will be insistent on the highest standards of cooperation when small groups of pupils return to site and need to be clear that **any pupil that is unable to follow staff instruction or behave in a socially responsible way will be dealt with through our Behaviour**

**Policy which may include exclusion from school.** We have very stringent measures in place to keep pupils and staff safe. Please understand that any non-compliance with staff requests is likely to result in your child not being permitted to attend school.

Our usual behaviour expectations apply, of course, including our rules around mobile phones and jewellery. This continuity is very important in ensuring that our community feels safe and secure and as normal as possible in these difficult circumstances.

### **Good hygiene practices and social distancing**

Please ensure that your child arrives to the academy on their **allocated day** and at the **correct time** in **clean full school uniform**. We expect that students will wear their black school shoes, shirt, tie and school skirt/trousers, the blazer is optional. Each child has been allocated a specific day and time slot which cannot be changed – they will not be allowed to join another group for any reason.

We strongly advise that uniform is changed as soon as your child arrives home and **all items including blazers (if being used) must be washed** before your child next comes to school.

All pupils are expected to remain strictly with the pupils in their allocated group (socially distanced) throughout their time on site. Pupils will not congregate in groups and will **adhere to social distancing guidance at all times**. All pupils will be in a maximum class of 9 pupils.

All pupils are expected to **use hand sanitiser** on arrival to the school site, this will be supervised. **Hand sanitiser and tissues** are available in every classroom, as are **lidded bins**, and pupils are expected to sanitise their hands regularly as required.

All pupils will be given an **allocated seat** for their sessions (socially distanced) and are expected to remain in that seat throughout lessons – they will not move around classrooms. Only the largest classrooms have been used so that pupils are distanced at least 2 meters from one another.

All pupils will be issued with an **individual set of resources** (exercise books and pencil case including equipment) which will be stored at school and which will not be taken off the school site.

### **Attendance**

In line with government guidance, year 10 pupils will attend school for face to face contact with staff, **this is not a return to normal timetables**, pupils will attend once per week for their face to face contact sessions.

Please note that your children should not attend if you or they are in the extremely clinically vulnerable group, or someone in that category lives in your household. Clinically vulnerable children should also not attend the school at this time. **Pupils must not attend if anyone in the household is unwell with suspected or confirmed coronavirus and all government advice about self-isolation must be followed.** Please do contact us at school if you have any queries about your child's attendance to school at this time. Whilst we would urge you to support your child's return to school at this time, please do get in touch and let us know if you are presently not intending for your child to return so that we can discuss this with you.

If your child is not going to attend on the day of their face to face contact, please can you contact school either by emailing [admin@newallgreenhigh.manchester.sch.uk](mailto:admin@newallgreenhigh.manchester.sch.uk) or by calling 0161 4138546, we will need you to provide a reason for non-attendance.

**Up-to-date contact information**

At this time, it is even more important that we are able to contact you urgently regarding your child's health and wellbeing. Please ensure that we have up to date contact details, especially your mobile numbers and ideally an email address. These can be submitted to school by emailing [admin@newallgreenhigh.manchester.sch.uk](mailto:admin@newallgreenhigh.manchester.sch.uk).

We thank you for your support over the past few months and for your resilience in supporting your child with home learning. The home learning continues, of course, for the remainder of the academic year. We're very much looking forward to seeing our pupils again over the coming weeks.

Yours sincerely

Kyra Jones  
Head of School